



Development Review

Development Application Checklist

Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$_____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology.
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088

Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – 2 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)
<input type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)
		12. Addressing Requirements (form provided)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 13. Design Guidelines <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Downtown Urban Design and Architectural Guidelines The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design </div> <div style="width: 35%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course </div> </div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> Provide one copy of the Neighborhood Notification Report Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.
		15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided) <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy of the set of prints <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.

Planning and Development Services Division

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088

Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	17. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of No Effect / Approval Application (form provided) <input type="checkbox"/> Archaeology Survey and Report - 3 copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies <input type="checkbox"/> Copies of Previous Archeological Research - 1 copy
<input type="checkbox"/>	<input type="checkbox"/>	18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit)
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) <ul style="list-style-type: none"> • The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		20. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>

Planning and Development Services Division

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088

Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	23. Site Plan <ul style="list-style-type: none"> • 24" x 36" – 12 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	24. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	25. Open Space Plan (Site Plan Worksheet) (Example Provided) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	26. Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	27. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	28. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded
<input type="checkbox"/>	<input type="checkbox"/>	29. Phasing Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	30. Landscape Plan <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	31. Hardscape Plan <ul style="list-style-type: none"> 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	32. Transitions Plan <ul style="list-style-type: none"> 24" x 36" – 2 copies, folded 11" x 17" – 1 copy (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	33. Parking Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	34. Parking Master Plan See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits. <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	35. Pedestrian and Vehicular Circulation <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	36. Bikeways & Trails Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	37. Elevations <ul style="list-style-type: none"> 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – 2 color copies, folded 11" x 17" – 1 color copy, folded (quality suitable for reproduction) 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	38. Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area. <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	39. Perspectives <ul style="list-style-type: none"> • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	40. Streetscape Elevation(s) <ul style="list-style-type: none"> • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	41. Wall Elevations and Details and/or Entry Feature Elevations and Details <ul style="list-style-type: none"> • 24" x 36" – 1 color copy, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	42. Floor Plans <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" - 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	43. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" - 1 copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	44. Roof Plan Worksheet(s) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input type="checkbox"/>	<input type="checkbox"/>	45. Sign Details <ul style="list-style-type: none"> • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) • 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)

Planning and Development Services Division

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088

Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	46. Exterior Lighting Site Plan (including exterior building mounted fixtures) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	47. Exterior Lighting Photometric Analysis (policy provided) <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	48. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	49. Cultural Improvement Program Plan <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • 1 – copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input type="checkbox"/>	<input type="checkbox"/>	50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	51. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	52. Drainage Report (information provided) See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	53. Master Drainage Plan See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	54. Preliminary Basis of Design Report for Water and Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	55. Preliminary Basis of Design Report for Wastewater See the City's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	56. Water Sampling Station <ul style="list-style-type: none"> Show location of sample stations on the site plan. Fax 8 1/2" x 11" copy of the site plan with sampling stations to the Water Quality Division. Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
<input type="checkbox"/>	<input type="checkbox"/>	57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office Please contact Elisa Klein at 480-312-5670 <ul style="list-style-type: none"> 1 copy of the approval from the Water Conservation Office
<input type="checkbox"/>	<input type="checkbox"/>	58. Native Plant Submittal: <ul style="list-style-type: none"> 24" x 36" 1 – copy, folded. (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)
<input type="checkbox"/>	<input type="checkbox"/>	59. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets

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Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	60. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	61. Cuts and Fills Site Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	62. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	63. Environmental Features Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	64. Geotechnical Report 8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	65. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	66. Bedrock & Soils Map <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	67. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> 24" x 36" – 1 copy, folded 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	68. Other: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), folded <input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction) <input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements) </div>

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Development Review Application Checklist

PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	69. Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	70. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2"x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. 11" x 17" – 1 copy, folded of a printed digital photo of the material board 8 1/2" x 11" – 1 copy of a printed digital photo of the material board
<input type="checkbox"/>	<input type="checkbox"/>	71. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) <p>Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	72. Electronic Detail Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) <p>Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>

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Development Review Application Checklist

PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

[illegible]

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Development Review Application Checklist



78. If you have any question regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): _____

Phone Number: _____

Coordinator email: _____

Date: _____

Coordinator Signature: _____

If the Project Coordinator is no longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a: ☐ New Project Number, or

☐ A New Phase to an old Project Number: _____

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services Division's One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning and Development Services Division
One Stop Shop
Planning and Development Services Director
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Scottsdale, AZ 85251
Phone: (480) 312-7000

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Development Applications Process

Enhanced Application Review

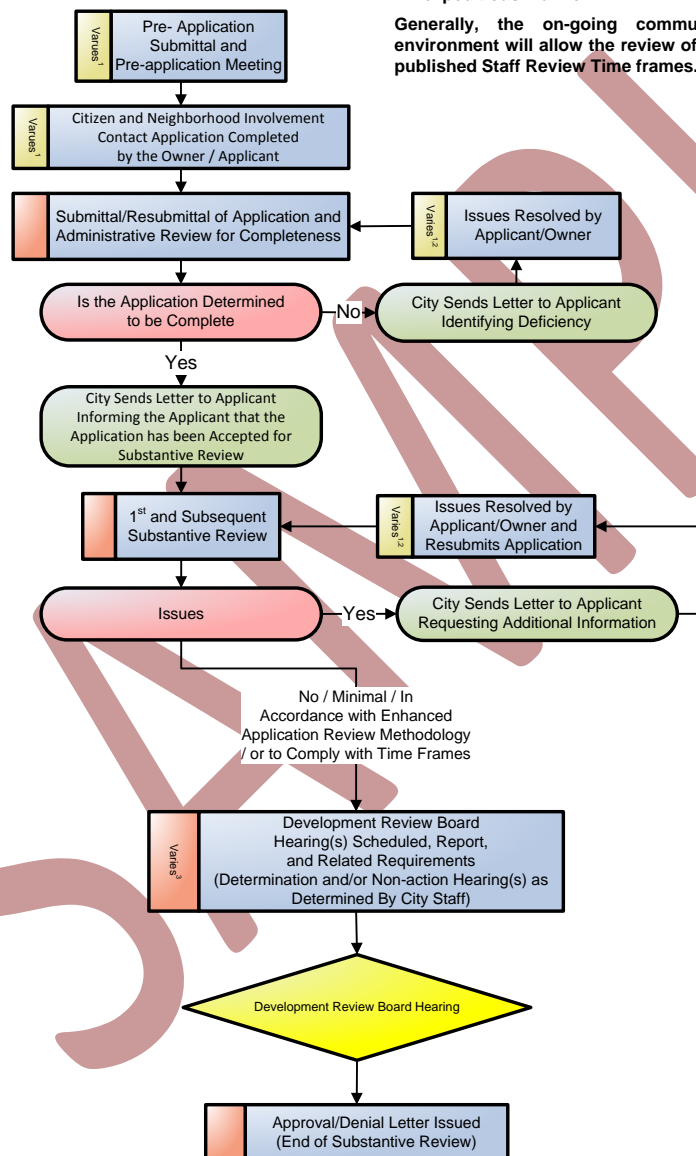
Development Review (DR and PP)

Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	Letter Issued

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Development Applications Process

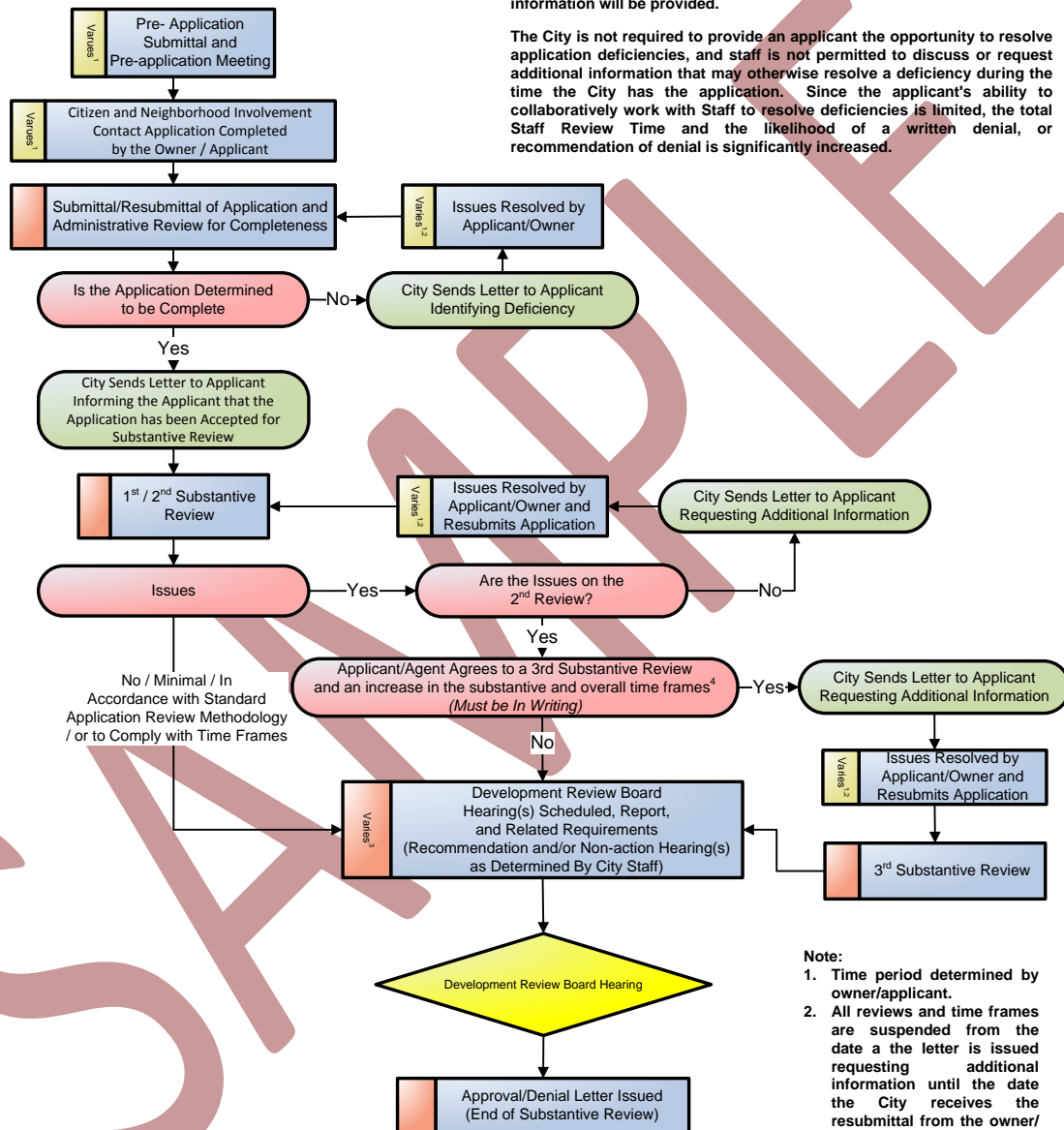
Standard Application Review

Development Review (DR and PP)

Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	Letter Issued

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